

CONTROLLER

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and supervise the activities of the Accounting Division; to perform a variety of highly complex professional accounting work; and to provide complex staff assistance to the Deputy Financial Services Manager.

Supervision Received and Exercised:

Receives general supervision from higher level supervisory or management staff.

Exercises direct supervision over professional, technical and clerical accounting staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Prepare the Section budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Supervise and coordinate the preparation of the City's comprehensive annual financial report, which includes responding to technical questions and issues from the external auditors and City accounting staff.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Monitor the City's financial condition; analyze financial statements; keep abreast
 of financial market activities; prepare reports and make recommendations
 regarding the City's finances; supervise the City's cash management and
 investment activities; invest the City's temporarily idle cash; administer the City's
 chart of accounts.

CITY OF TEMPE

Controller (continued)

- Supervise the development, installation, and administration of accounting and auditing systems; prepare or supervise the preparation of accounting and auditing procedures, instructions, and operating manuals.
- Advise departments, divisions, and sections on accounting problems, policies, and procedures; assist in the maintenance of proper internal controls to ensure the safeguard of City assets.
- Develop and administer cost accounting procedures which relate expenditures and revenues to specific cost areas.
- Supervise and participate in the preparation of difficult and complex financial and administrative reports; prepare and analyze financial reports and records to determine trends or irregularities.
- Supervise the payroll and accounts payable functions of the City.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in financial and accounting administration, preferably in municipal government, including two years of administrative and/or supervisory responsibility

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a degree related to the core functions of this position.

Licenses/Certifications:

Certification as a Certified Public Accountant (CPA).

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

CITY OF TEMPE Controller (continued)

Job Code: 447

Status: Exempt / Classified